

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

To assign, review, and perform field and office work in the enforcement of ordinances, codes, and related regulations pertaining to building codes, zoning laws, noise, signs, abandoned vehicle abatement, health, safety and other public nuisances; to interpret, explain and enforce pertinent codes and ordinances; provide for training and supervision of assigned staff; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The senior level recognizes positions that perform first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates, and it is distinguished from the Code Enforcement Officer II level in that the latter does not have supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Code Enforcement Manager.

Exercises general supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assign, supervise, and review the work of staff involved in code enforcement duties; distribute and balance the workload among employees; monitor the status and progress of work, and make day-to-day adjustments in accordance with established priorities.

Monitor and perform the Housing Inspection Program and Mobile Home Park Inspection Program as well as their respective budgets.

Develop and recommend policies, goals, and procedures pertaining to code enforcement efforts.

Respond to and investigate complex complaints and pro-actively survey the city regarding code violations.

Conduct complex field investigations and observe conditions to verify facts indicating violations; emphasize voluntary compliance.

Serve as liaison between departments and attorney's office regarding code enforcement cases requiring legal action; prepare and present cases before hearing examiners.

Provide technical support for the City's Community Housing Improvement Program (CHIP).

Advise subordinate staff on code interpretation problems encountered in the field.

Review plans for compliance with various codes.

Prepare performance evaluations.

Work with the mobile home community to promote voluntary property maintenance improvements.

Consult with Code Enforcement Manager regarding difficult and problematic inspections and keep him/her informed as to the course of action.

Participate with other departments to establish code enforcement awareness as well as overall balance in City programs.

Coordinate enforcement activities with other departments or agencies.

Prepare correspondence and other reports using a computer.

Conduct training for assigned staff on a regular or as-needed basis.

Assist and work with neighborhood advisory groups.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of field inspection, enforcement and documentation.

Applicable federal, State, and local codes, ordinances, regulations, and policies governing building, land use, zoning matters, abandoned vehicle abatement, and public nuisances.

Principles and practices of supervision, training and performance evaluation.

Effective work management and organization methods.

Law enforcement procedures and administrative techniques, evidence collection and case preparation, and municipal court procedures.

Principles and practices of research, analysis, data compilation and effective report writing.

Customer service and conflict resolution techniques.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Read, interpret, explain, and enforce the full range of codes, ordinances, and regulations related to assignment.

Plan, organize, and supervise the work of subordinates; train, motivate, and evaluate assigned staff.

Deal effectively and tactfully with the public and obtain compliance with City codes.

Provide testimony and evidence in court proceedings.

Keep detailed, accurate notes and records for potential litigation.

Deal calmly with rude or angry people.

Foster a teamwork environment.

Collect, compile and analyze data; conduct research and assess needs; prepare clear and concise reports.

Make presentations in meetings with government agencies, the public, staff and public officials.

Drive City vehicles observing legal and defensive driving practices.

Communicate clearly and concisely, both orally and in writing.

Keep work related records using a desktop and/or handheld computer.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible journey level experience in municipal government code enforcement.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in building inspection technology, administration of justice, public or business administration and/or compliance/enforcement or a related field. A bachelor's degree in a related field is desirable.

License or Certificate

Possession of a valid California driver's license.

PC832 Certificate must be obtained within twelve months of employment

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections and exposure to varied weather conditions. See in the normal vision range with or without correction to observe code violations, read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of traffic and weather conditions with possible exposure to hazardous materials; indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries